

015 81-1088

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Proposed: Tropical Plant Care

DDA Registry
81-2448

FROM:

Chief, Regulations Control Division
1105 Ames Building

EXTENSION

NO.

DATE

20 NOV 1981

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1.

23 Nov

BGR

2.

3.

EO/DDA

24 NOV 1981

4.

5.

6.

DDA Registry

7.

RCD
1105 Ames Building

8.

This proposed employee bulletin is forwarded for approval. It was initiated by the Office of Logistics to advise Agency personnel of their responsibilities concerning maintenance of Government-furnished tropical plants.

We have obtained the legal concurrence of the Office of General Counsel; RCD considers no further coordination necessary.

The Office of Logistics has requested that the bulletin be issued as soon as possible as the General Services Administration adopted the Government-wide policy on 1 October 1981.

Distribution:

- 0 - RCD
- ✓ 1 - DDA Subj
- 1 - DDA Chrono
- 1 - EO Chrono

EO/DDA/ pa(27Nov81)

DDA REGISTRY
FILE: 04M-1

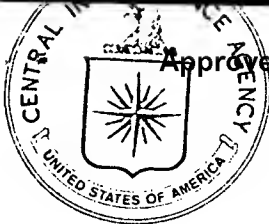
7:

Since the attached notice would affect only a minimal number of people, I've contacted the SSA/DDA (for the DO area), C/AS/NFAC, and C/AS/DDS&T, who have agreed to handle the plant situation in their respective components. In view of their agreement to do so, this Employee Bulletin is not necessary. Foregoing has been discussed with C/LSD.

EO/DDA

27 NOV 1981

cc: C/LSD



EMPLOYEE BULLETIN

STAT



TROPICAL PLANT CARE

1. The General Services Administration has adopted a Government-wide policy of maintaining only those tropical plants located in building lobbies and cafeterias. It is now the responsibility of Agency personnel to take care of Government-furnished tropical plants located in offices, reception and conference rooms, and libraries. Tropical plants will not be replaced at Government expense. Personnel are encouraged to protect and nurture existing office greenery.

2. Arrangements may be made to turn in unwanted, Government-furnished, plants by calling the Space Maintenance and Facilities Branch, Logistics Services Division, Office of Logistics, on extension

STA

FOR APPROVAL TO PUBLISH:

Harry E. Fitzwater
Deputy Director
for
Administration

DISTRIBUTION: ALL EMPLOYEES (1-6)

STAT

RCD (23 Nov 81)

DISTRIBUTION:

Orig - RCD

1 - DDA Signature

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